



Muhammad Tanveer

SALES PROFESSIONAL



+92 313 2467778



tanoo67@gmail.com



House A-442, Block 3,
Gulshan-e-Iqbal, Karachi,
54000, Pakistan

ABOUT ME

I am a highly motivated and progress-focused Hotel Sales professional with a long-standing background in the hospitality & sales industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to your organization. Throughout the course of my career, I have perfected my selling & negotiating abilities.

I am a capable and consistent problem-solver skilled at prioritizing and managing tasks with expertise. In my previous roles, I contributed to decision-making, critical thinking, toward team efforts and business improvements. I am progressive-minded and in tune with new developments in my field of work. I have proven to be effective and collaborative with strong leadership skills. I enjoy collective brainstorming sessions which allow me to coordinate activities to achieve a common goal.

LINKS

LinkedIn:

<http://www.linkedin.com/in/muhammادتانوير>

Twitter:

<https://twitter.com/itstanveer>

WORK EXPERIENCE

Regional Assistant Director Sales

Hashoo Hotels & Resorts / Karachi / Jan 2021 - Present

Responsible for the sales of 2000+ Keys (08 PC & 02 Marriott Hotels) across 3 regions

Reporting to the Regional Director Sales/Vice President Sales responsibilities include:

Strategic Sales:

- To develop a Business Plan for Pakistan and to achieve the assigned budgets.
- To build on direct source market for incremental business opportunity for all regions.
- To manage an existing account base and maximize revenue by achieving the agreed account revenue targets through the implementation and development of account plans and activities.
- To proactively source and develop new business in defined areas and market segments, in line with the annual revenue budget.
- To keep up to date with market trends, competitor developments and customer performance and communicate this information to the relevant individuals within the hotel.
- To work closely with Regional Director of Sales, VP Sales and regional hotel sales teams to execute pre-agreed strategies built around developing new business growth to value add to hotels' effort.
- To identify and attend tradeshow and other business functions to keep abreast of developments in the marketplace and to find potential new business.
- To recommend short and long term sales goals that will assist to achieve both occupancy and yield objectives of the Hotels.
- To ensure activities is kept up to customer requirements, interests and market activities are kept up to dates.
- To obtain and use feedback about products and services offered and communicate these in a constructive manner to relevant hotels for action.
- To work with General Manager and Revenue Manager to ensure that all Marketing opportunities available to the Hotels are maximized with in the agreed expense budget.
- To ensure that all Sales Activities are delivered in line with the agreed expenses budget.

Communication & Information:

- To attend regular sessions with Regional Director of Sales and VP Sales to discuss sales activities, responsibilities and time scales, agreeing actions in line with targets.
- To create and maintain long standing client relationships through outstanding account management.
- To arrange and prepare for quarterly financial review meetings with clients, compiling statistical reports as required, review production from clients and ascertain future activity as a result.
- To attend any other relevant hotel or group communication meetings as required.
- To conduct monthly competitor analysis, including identifying competitor business levels, promotions and refurbishment plans, communicating outcomes to Head of

LANGUAGES

English

Urdu

PERSONAL
DETAILS

Date of birth
19/11/1985

Nationality
Pakistani

Marital status
Married

DRIVING LICENSE

Driving license category
Full

SKILLS

- Team management
- Bilingual in [Language]
- Reports generation and analysis
- Problem resolution
- Multi-Task Management
- Results-oriented
- Effective team player
- Personnel mentoring
- Relationship development
- Contract negotiation/review/drafting
- Sales

Department, the hotel DOSM's and GM's to produce appropriate competitor intelligence information as required.

- To attend key exhibitions when required.
- To carry out any other duties and responsibilities as assigned.

Achievements:

- Sales Person of the year 2021 producing over 12000 room nights.
- Capturing 12 potential competition accounts in 10 months.
- Group conversion ratio of 90% YTD.
- Maintaining balanced business mix.

Assistant Director Sales (Cluster)
Avari Hotels / Karachi / Dec 2018 - Jan 2021

Sales Manager (Cluster) UAE/JORDAN
Al Waleed Hotels Dubai / Dubai / May 2016 - Nov 2018

Sales Manager
Chelsea Tower Hotel Apartments Dubai / Dubai / Nov 2015 - Aug 2016

Sales Executive
Al Waleed Hotels / Dubai / Sep 2013 - Oct 2015

Team Leader - Reservations
Al Waleed Hotels / Dubai / Dec 2010 - Feb 2013

Assistant Sales Manager
Ramada Multan / Multan / Sep 2008 - Oct 2010

Area Sales Executive
Wyndham Hotels / Multan / Jan 2008 - Jul 2008

Sales Coordinator
Holiday Inn / Multan / Dec 2005 - Dec 2007

EDUCATION

Bachelor of Arts
Bahaudin Zakariya University / Multan / 2010

- Major in Subject

COURSES

Management Development Program
Avari Hotels / Dec 2019

The Fundamentals of Digital Marketing
Google / Apr 2020

Customer Services Mastery - Delight Every Customer
Linkedin Learning / Apr 2020

Hospitality & Tourism Management
Florida Atlantic University, USA / Aug 2020

Hospitality Manager - Leadership
American Hotel & Lodging Educational Institute - USA / Aug 2020

Demand Management
Essec Business School / May 2020

Leading Teams
University of Michigan / Jan 2022 - Jan 2022

Design Thinking for Business Strategy & Entrepreneurship
University of Sydney / Jun 2021 - Aug 2021

Account Management & Sales Force Design
West Virginia University / Apr 2022

Brand Management
University of London / Feb 2022

HOBBIES

Photography, Books, Research, Sports